

# REQUEST FOR CITY COUNCIL ACTION

<b>City Council Meeting of 2/15/2010</b>	<b>Agenda Item: Consent Agenda Item</b>
<b>Originating Department: Human Resources</b>	<b>Subject: Updated Ankeny City Employee Handbook</b>
<b>Action Requested: Resolution</b>	<b>Council Goal: Maintain financially sound city, quality services</b>

**Include Cover Sheet:** ☒

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## Executive Summary:

The following sections/topics have the major changes in this update of the Employee Handbook:

- History of the City of Ankeny (Section 1.4) – Updated information and statistics
- Smoking Policy (Section 8.4) – Updated to comply with the Iowa Smokefree Air Act. “City owned facilities and grounds are smoke free”
- Organizational Chart (Appendix A) – Updated with FY10 organizational chart
- Family and Medical Leave Act (Appendix D) – Updated as revisions to the Act effective 1/16/09
- Travel and Training Policy (Appendix E) – Added language to reimburse gratuities up to 20%
- Communications/Media Policy (Appendix H) – Updated policy approved in July 2009
- Leave Benefits for Fulltime Firefighter/Paramedics (Appendix M) – New section added

**Fiscal Impact:** Yes ☐ No ☒

## City Manager’s Recommendation:

It is recommended that the council take the following actions:

1. Adopt Resolution adopting the updated Ankeny City Employee Handbook.

## Previous Council/Commission/Board Action(s):

## Public Outreach Efforts:

None

## Action 1:

Consider motion to adopt RESOLUTION adopting the updated Ankeny City Employee Handbook.

## Action 2:

N/A

## Action 3:

N/A

## Action 4:

N/A

## Action 5:

N/A